DEPARTMENT OF THE NAVY

NAVAL SEA SYSTEMS COMMAND
1333 ISAAC HULL AVE SE
WASHINGTON NAVY YARD DC 20376-0001

2319   IN REPLY TO

Ser SEA07T/459
01 NOV 2002

SEA 07T STANDARD OPERATING PROCEDURE (SOP): NO. 14

From: Technical Director, NAVSEA 07T

Subj: SEA 07T NAVAL MESSAGE ROUTING

Ref: (a) NAVSEAINST 2319.1 (Processing of Naval Messages)
        (b) OPNAVINST 5513.15D (Department of the Navy (DON)
            Security Classification Guidance for Naval Special
            Warfare (NSW) Programs)

Encl: (1) Naval Message Input Form
        (2) Example of GENADMIN Naval Message
        (3) Reference Types and Examples
        (4) Declassification Descriptions
        (5) Most Commonly Used PLAs

1.   **Purpose:** This SOP's intentions is to expedite the process
of naval messages. Reference (a) outlines policy,
responsibilities and procedures for the processing of naval
messages. Reference (b) implements the new declassification
marking requirements.

2.   **Applicability:** This SOP is applicable to all outgoing naval
messages originating within SEA 07T.

3.   **Outgoing Messages:** To allow for efficient and timely routing
of naval messages, the following guidance is provided:

     a.   **Format:** All naval messages will be generated using
TurboPrep.

     b.   **Routing Folder:** Outgoing messages will be routed using a
NAVSEA route sheet attached to the front cover of the folder
with material arranged as follows:

          (1) **Left Side:** The left side contains any pertinent
references, enclosure (1), marked-up copies of the naval message
(if applicable) and a floppy disk with the message in TurboPrep
format.

(2) **Right Side:** The right side contains the naval message.

c. **Routing Procedure:**

(1) The originator will submit the completed Naval Message Input Form (enclosure (1)) to the Business Service Center (BSC). Enclosure (1) must be submitted in hard copy.

(2) The BSC's responsibilities are as follows:

(a) Generate the naval message within 0.5 working days.

NOTE: Naval messages that are considered **urgent** (need to be transmitted that day) **MUST BE GENERATED WITHIN 1 HOUR.**

Urgent naval messages submitted after 1500 hrs, should be delivered to the personnel in the Technical Information Center (TIC) to perform the duties of the BSC per this SOP.

(b) Deliver the routing folder arranged per 3.b of this SOP to the originator.

NOTE: The route sheet will be blank and will be filled out by the originator.

(c) Make changes to the TurboPrep message when needed and then deliver back to the originator.

(3) The originator's responsibilities are as follows:

(a) Upon receipt of the routing folder from the BSC, fill out the route sheet.
(b) Enclose the pertinent references.
(c) Forward the routing folder to appropriate personnel for comments/concurrence.

NOTE: Every route sheet should indicate whether SEA 08, SEA 05, appropriate Program Offices and TYCOM Reps concurrence/chop is required.

(4) Every naval message will be routed through SEA 07TO. SEA 07TO will be the last individual to review the naval message prior to SEA 07T's review. Upon completion of the review, SEA

Example of GENADMIN Naval Message

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RTTUZYUW RULSSEA0001 2191931-UUUU--RHMCSUU.
ZNR UUUUU
R 071201Z AUG 02 ZYB
FM COMNAVSEASYSCOM WASHINGTON DC//07T//
TO COMSUBLANT NORFOLK VA//N4//
COMSUBPAC PEARL HARBOR HI//N41//
INFO COMNAVSEASYSCOM WASHINGTON DC//PMS307//
BT
UNCLAS //N04720//
MSGID/GENADMIN/COMNAVSEASYSCOM//
SUBJ/(SUBS) SECONDARY PROPULSION SYSTEM GUIDANCE//
REF/A/MSG/USS PITTSBURGH/151600ZMAY2002//
REF/B/DOC/S9SSN-W4-SPM-010/24MAR2000//
REF/C/DOC/0960-LP-001-4010/03OCT2000//
REF/D/TEL/COMSUBLANT/15FEB2002//
REF/E/DOC/MIL-C-17361F/-//
NARR/REF A IS A MESSAGE ON SSBN JUNIOR OFFICER SHIP HANDLING
TRAINING LESSONS LEARNED. REF B AND C ARE SSN 688 CLASS STEAM
AND ELECTRIC PLANT MANUALS. REF D IS A TEL-CON BETWEEN NAVSEA
AND COMSUBLANT. REF E IS GENERAL SPECIFICATION FOR CIRCUIT
BREAKERS, AIR, ELECTRIC, INSULATED HOUSING (SHIPBOARD USE).//
POC/J. SMITH/CIV/SEA07TXXX/LOC: WNY BLDG. 201/TEL:202-781-
1234/TEL:326-1234 DSN/E-MAIL:SMITHJ@NAVSEA.NAVY.MIL//
RMKS/1. THE PURPOSE OF THIS MESSAGE IS TO PROVIDE GUIDANCE ON
THE OPERATION OF THE SECONDARY PROPULSION MOTOR (SPM) SYSTEM AND
TO IMPROVE THE RELIABILITY OF THE SPM.//
BT
#0001



NNNN
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Reference Types and Examples

Reference Types:
CON - CONFERENCE/MEETING
DOC - DOCUMENT (TECH MANUALS, DRAWINGS, ETC.)
LTR - LETTER/MEMORANDUM
TEL - TELEPHONE
MSG - MESSAGE (NOT FORMATTED)
FAX - FACSIMILE
EML - ELECTRONIC MAIL
VTC - VIDEO TELECONFERENCE

Examples of References:

REF/A/MSG/COMNAVSEASYSCOM/311201ZJUN2001//
REF/B/DOC/S9SSN-W4-SSM-PA1/22JUN1999//
REF/C/DOC/NSTM 0901-LP-100-2107/29DEC2000//
REF/D/DOC/NNS LAR AS40-01024/29AUG2001//
REF/E/DOC/NAVSEA DWG 704-4685107/-/
REF/F/TEL/COMSUBLANT/07AUG2002//
REF/G/TEL/LT JOHNSON/24JUL2002//
REF/H/LTR/COMSUBPAC/19JUN2002/SER4722/-/175//
REF/I/LTR/PMS307A21 SER 307A21 - 0228/09APR1999//

FOR EACH REFERENCE YOU MUST ALSO PROVIDE THE SUBJECT, REVISIONS
#, CHANGES # AND DESCRIPTIONS.

Declassification Descriptions

DECLASSIFICATION (must put the instruction number and which codes are correct for declassification.):

OPNAVINST 5513.15D

DEPARTMENT OF THE NAVY (DON) SECURITY CLASSIFICATION GUIDANCE FOR NAVAL SPECIAL WARFARE (NSW) PROGRAMS

Must select all that pertain to naval message.

X1   Intelligence source, method, or activity, or a cryptologic system or activity

X2   Information that would assist in the development or use of weapons of mass destruction.

X3   Information that would impair the development or use of technology within a United States weapons system.

X4   United States military plans, or national security emergency preparedness plans.

X5   Foreign government information

X6   Information that would damage relations between the United States and a foreign government, reveal a confidential source, or serious undermine diplomatic activities that reasonably expected to on going.

X7   Information that would impair the ability of responsible United States Government officials to protect the President, the Vice President, and other individuals for whom protection services, in the interest of national security, are authorized.

X8   Information that would violate a statute, treaty, or international agreement.

Enclosure (4)

Most Commonly Used PLAs

TYPE COMMANDERS (TYCOMS):
COMSUBLANT NORFOLK VA
COMSUBPAC PEARL HARBOR HI

COMMANDER SUBMARINE SQUADRONS (COMSUBRON):
COMSUBRON ONE
COMSUBRON TWO
COMSUBRON THREE
COMSUBRON FOUR
COMSUBRON SIX
COMSUBRON SEVEN
COMSUBRON EIGHT
COMSUBRON ELEVEN
COMSUBRON FIFTEEN
COMSUBRON SIXTEEN
COMSUBRON SEVENTEEN
COMSUBRON TWO ZERO
COMSUBRON TWO TWO

SUBMARINE DEVELOPMENT SQUADRON (SUBDEVRON):
COMSUBDEVRON FIVE SAN DIEGO CA
COMSUBDEVRON TWELVE
SUBDEVRON FIVE
SUBDEVRON FIVE DET BANGOR WA
SUBDEVRON TWELVE

SUBMARINE GROUPS (SUBGRU):
COMSUBGRU TWO
COMSUBGRU SEVEN
COMSUBGRU EIGHT
COMSUBGRU NINE
COMSUBGRU TEN

PERFORMANCE MONITORING TEAM (PMT):
NSSC PEARL HARBOR HI//48/N41//
SUBRONSUPPU NEW LONDON CT//N44//
SUBRONSUPPU NORFOLK VA//N70/PMT//
COMSUBRON ELEVEN//N4//
COMSUBRON FIFTEEN//N4/PMT//
COMSUBRON SEVENTEEN//N44//
COMSUBRON TWO ZERO//N4/PMT//

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│   CLASSIFICATION         │                                    │ ROUTING              │
│                          │                                    │                      │
│ ( ) UNCLASS              │                                    │ ( ) URGENT           │
│ ( ) CONFIDENTIAL         │      Naval Message Input Form       │                      │
│ ( ) SECRET               │                                    │ ( ) NOT URGENT       │
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CLASSIFICATION

( ) UNCLASS
( ) CONFIDENTIAL
( ) SECRET

Naval Message Input Form

ROUTING

( ) URGENT

( ) NOT URGENT

PRECEDENCE: (Circle One) **Routine (R)** - 6hrs **Priority (P)** - 3 hrs
Op Immediate (O) - 30 min **Flash (Z)** Approx 10 mins

FROM: COMNAVSEASYSCOM WASHINGTON DC//07T//
TO: (ACTION)

INFO: COMNAVSEASYSCOM WASHINGTON DC//07T//
(COPY TO)

SSIC -_____
     (XXXXX)
PASSING INSTRUCTIONS (IF ANY): _____

_____

SUBJECT: (SUBS) _____

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REF A:
_____/_____/_____
  (TYPE)   (ORIGINATOR)   (DATE)

REF B:
_____/_____/_____
  (TYPE)   (ORIGINATOR)   (DATE)

REF C:
_____/_____/_____
  (TYPE)   (ORIGINATOR)   (DATE)

REF D:
_____/_____/_____
  (TYPE)   (ORIGINATOR)   (DATE)

AMPN/NARR - EXPLANATION OF REFERENCES:

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Naval Message Input Form (Cont'd)

POC:

NAME: _____ RANK (Military)/GRADE (Civ): _____

CODE: _____ PHONE: _____ E-MAIL: _____

RMKS - BODY OF MESSAGE:

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DECLAS//OPNAV 5513.15B/-/X1-X8 (SEE ENCLOSURE (4) _____

Naval Message Input Form (Cont'd)

POC:

NAME: _____ RANK (Military)/GRADE (Civ): _____

CODE: _____ PHONE: _____ E-MAIL: _____

RMKS - BODY OF MESSAGE:

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DECLAS//OPNAV 5513.15B/-/X1-X8 (SEE ENCLOSURE (4) _____

Naval Message Input Form (Cont'd)

POC:

NAME: _____ RANK (Military)/GRADE (Civ): _____

CODE: _____ PHONE: _____ E-MAIL: _____

RMKS - BODY OF MESSAGE:

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DECLAS//OPNAV 5513.15B/-/X1-X8 (SEE ENCLOSURE (4) _____

Naval Message Input Form (Cont'd)

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Naval Message Input Form (Cont'd)

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DECLAS//OPNAV 5513.15B/-/X1-X8 (SEE ENCLOSURE (4) _____

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TO: (ACTION)

INFO: COMNAVSEASYSCOM WASHINGTON DC//07T//
(COPY TO)

SSIC –_____
    (XXXXX)
PASSING INSTRUCTIONS (IF ANY): _____

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SUBJECT: (SUBS) _____

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REF A:
_____/_____/_____
  (TYPE)   (ORIGINATOR)   (DATE)

REF B:
_____/_____/_____
  (TYPE)   (ORIGINATOR)   (DATE)

REF C:
_____/_____/_____
  (TYPE)   (ORIGINATOR)   (DATE)

REF D:
_____/_____/_____
  (TYPE)   (ORIGINATOR)   (DATE)

AMPN/NARR - EXPLANATION OF REFERENCES:

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CLASSIFICATION

( ) UNCLASS
( ) CONFIDENTIAL
( ) SECRET
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Naval Message Input Form
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ROUTING

( ) URGENT

( ) NOT URGENT
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_____/_____/_____
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